

# KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS\*PORT Information Series

SiteManager Materials Module

## LIMS Receive Sample in Lab Unit Window

### Navigation

LIMS \ Receive Sample in Lab Unit

### Receive Sample in Lab Unit Window Description

The Receive Sample in Lab Unit window is used to receive samples at the lab unit level. Samples must already be received at the destination lab unless the destination lab that the lab unit belongs to has the Bypass Destination Receive indicator selected.

The Receive Sample in Lab Unit window displays all samples that are to be received at the lab unit as shown in the following Layout section. The drop down list for Select Lab will display all the labs the user is associated with. The system will select the lab unit the user had selected during the previous session and displays all samples that can be received for that lab unit. Samples are limited by the contract authority of the user logged into the system. . If a sample has no contracts associated, it will be available to any user who meets the other security conditions. Users can use the Filter Criteria option on the window to further limit the number of samples displayed.

### Procedure

For all samples logged in SiteManager for LIMS, receive samples in this window. If the sample is not marked as received, then the assigned tests will not be available in the Enter Test Results window.

### Field Table

Field Name	KYTC Population Policy & Procedure
Select Lab	Name of the lab unit where samples are being received. The dropdown list contains all the lab units the user has access to.
Sample Received	Indicates that a sample has been received at the lab unit. Defaults to No. To correctly record the received date in LIMS, tester must select the check box when receiving the physical sample in the lab unit.
Sample ID	The sample ID that is waiting to be received
Contract ID	Comma separated list of all contracts assigned to the sample
Seal Number	Seal number for the sample ID

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Field Name	KYTC Population Policy & Procedure
Destination Receive Date	Date the destination lab received the sample. Bypassed for all samples. This field will be blank.
Log Date	Date the sample is entered in SiteManager
Material Name	Description of the material.
Sample Date	Date when the sampler took the sample.
Geographic Area*	Geographic Area where the sample was taken( code + description format)
Requested By	User ID of the person requesting the sample
Sample Date	Date when the sample was taken
Plant ID	Plant ID for the sample
P/S Code	Producer Supplier code for the sample
Product Name	Name of the product for the sample
Toolbar ~ Remarks	Enter/View remarks associated with the selected sample Document concerns about condition of sample at the time it was received if the condition may adversely affect testing. Append user ID and date to each remark (userid – MM/DD/YYYY). Recommended format for remarks is enter in all remarks in capital letters plus user id and date.